



TANZA WATER DISTRICT

EQUIPMENT COMMISSIONING PROCEDURE

Type of Document: Quality Management System Procedures

Document No. TWD-QP-AGS-012 Rev. no. Ø Page 1 of 5

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
NOV 04 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	AGS

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1.0 OBJECTIVE

This procedure describes the process to define the commissioning and acceptance of equipment of TANZA WATER DISTRICT in accordance with the requirements of ISO 9001:2015 Quality Management System.

This procedure ensure that all equipment/projects are designed and installed in such a way that follows established codes and regulations as well as sound engineering practices. It addresses issues related to safety, health and environment impact. The equipment commissioning capture and record performance data of the whole installation as the baseline for future operation and maintenance.

2.0 SCOPE

This procedure covers the guidelines to ensure that a newly purchased, installed and or repair of equipment abides with all the required procedures for commissioning.

3.0 DEFINITION OF TERMS

- 3.1 Equipment – all heavy duty machineries used by Tanza Water District in its operation, to include but not limited to generator set, jack hammer, air compressor, concrete cutter, Variable Frequency Drive, chlorinator etc.
- 3.2 Brochure and Manual – reference guide for delivered equipment, which contains technical data, preventive maintenance, equipment repair, spare parts listing and other operational requirement.
- 3.3 Commissioning - process by which an equipment, facility or plant (which is installed or is complete or near completion) is tested to verify if it functions according to its design, objectives or specifications.

4.0 REFERENCE DOCUMENTS

- 4.1 Control of Documented Information Procedure
- 4.2 Procurement Control Procedure
- 4.3 Property Management Procedure
- 4.4 Warehousing Control Procedure
- 4.5 Infrastructure and Equipment Preventive Maintenance and Repair Control Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Division which is the end-user of the equipment shall be responsible for the following:
 - 5.1.1 Performing the commission process of newly purchased/installed or repaired equipment.
 - 5.1.2 Securing copy of manuals and brochures needed for the commissioning.
 - 5.1.3 Establishing, in details, the commissioning activities.
 - 5.1.4 Assigning one or more representatives during the commissioning for proper training.

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- 5.1.5 Accepting or rejecting the equipment based on the result of testing.
- 5.2 The Administrative and General Services Division shall be responsible for the following:

5.2.1 Acquisition of new equipment, coordination for repair and other relevant matter.

5.2.2 Securing all documents / manual of the equipment to be given to End-User Division.

5.2.3 Coordinating with the manufacturer or supplier on the availability of their respective representative at the time of commissioning.

5.2.4 Ensuring that the End-User Division accepts the delivered equipment.
- 5.3 The General Manager shall be responsible for the following:

5.3.1 Approval of all the purchase requests and repair of all equipment.

5.3.2 Approval of the final payment for equipment after submission of the Inspection and Acceptance Report of the End-User Division.

5.3.3 Approval of all requests for repair & replacement of equipment depending on the priority and need of the operation.

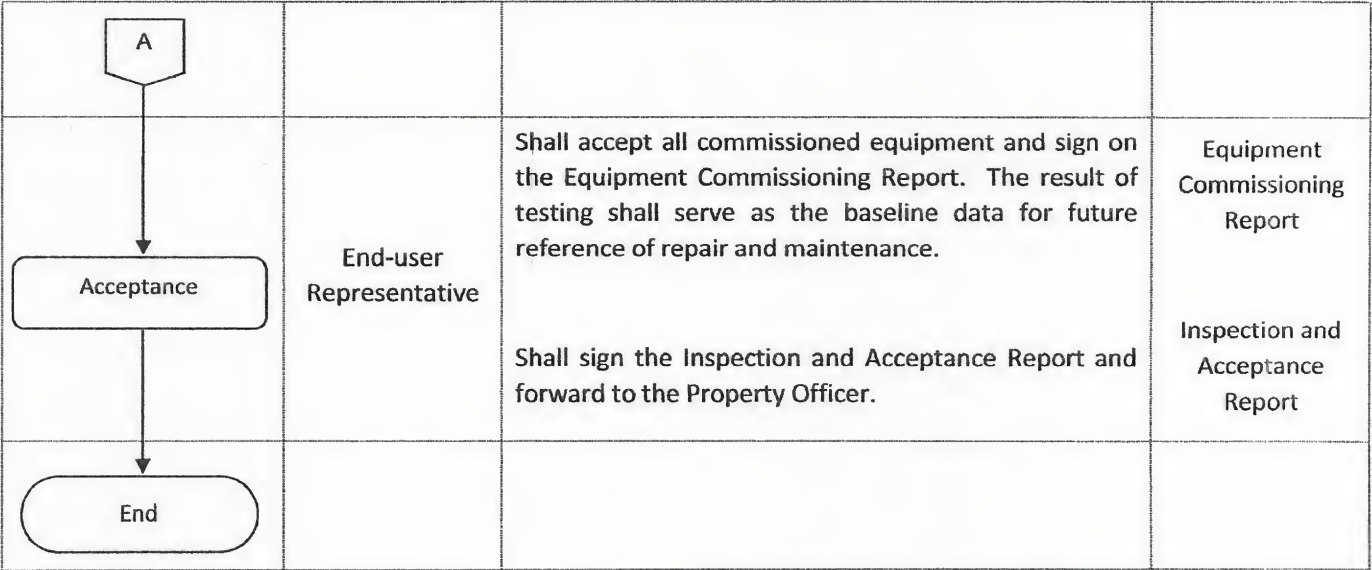
6.0 PROCEDURE DETAILS

6.1 Equipment Commissioning Process

Process Flow	In-charge	Process Description	Records
<div>Start</div>			
<div>Schedule Delivery of Equipment</div>	AGSD personnel/ Property Custodian	Shall schedule and arrange the delivery of equipment with the supplier in coordination with the End-User Division	
<div>Receiving of Equipment</div>	AGSD personnel/ Property Custodian	Shall check and receive the equipment and check all documents / manuals to be used on the testing.	Delivery Receipt
<div>A</div>			

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Visual Inspection	End-User Division Representative	Shall conduct visual inspection of the delivered equipment using the Equipment Commissioning Checklist before proceeding with the commissioning.	Equipment Commissioning Report
↓			
Equipment Commissioning	End-User Division Representative Supplier Technicians/ Representative	Shall witness the commissioning of equipment. End-user division shall inspect the equipment if it conforms to the functional requirement based on the specifications listed in the manuals and other agreed terms and conditions.	Equipment Commissioning Report
↓			
Training	Supplier Technician/ Representative	Shall conduct on-site familiarization training on the end-user representative and other concerned employee on the actual use of the equipment on a specified period of time. <i>Note:</i> All equipment shall have test record, which is the result of test conducted at the factory, for reference and shall be the basis for those that are subject for re-test (if applicable). All equipment, which underwent major repair, shall be re-commissioned and should pass all the requirements set for this procedure.	Equipment Factory Test Record
↓			
Report of Testing	Supplier Technician/ Representative	Shall sign on the Equipment Commissioning Checklist including the specific instructions to the end-user.	Equipment Commissioning Report
↓			
A			



6.2 Reports

Reports	Frequency	Responsible
Equipment Commissioning Checklist	For every new equipment	End-user Division
Inspection and Acceptance Report	For every new equipment	Property Officer and End-user Division

7.0 PERFORMANCE INDICATOR

- 7.1 All newly acquired/repaired equipment shall undergo Commissioning Procedure before final turnover to the End-user Division.
- 7.2 No report of accidents and major breakdowns for the newly delivered/installed equipment.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Equipment Commissioning Checklist
- 8.2 Form 2 - Inspection and Acceptance Report

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